



CITY OF MORGAN HILL
DEVELOPMENT SERVICES CENTER - PLANNING DIVISION

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

Filing Requirements
for
ARCHITECTURAL AND SITE PLAN REVIEW/DESIGN REVIEW
Including: Site Plan Review & Preliminary Plan Review

PURPOSE

The Architectural and Site Review process is intended to allow for review and approval of plans for all structures, physical improvements and any relocation, addition or extension to, or exterior change of existing buildings. This process is required prior to a building permit or other permit authorizing construction under Section 18.74.130 of the Municipal Code.

All site review applications are reviewed for consistency with policies and guidelines contained in the [Architectural Review Handbook](#) for the City of Morgan Hill. The handbook is available on our website and can be accessed by clicking on the hyperlink above. Applicants are advised to design projects consistent with the policies contained within the Handbook.

FILING REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. Uniform Application – If submitting concurrent applications, contact the Planning Division.
2. Environmental Assessment Form
3. Habitat Plan – All projects that have grading, new foundation component or creating new impervious service (including temporary/stockpile)
 - Coverage Screening Form (all projects)
 - Fees and Conditions Worksheet (if applicable; must complete coverage screening form first)
4. Storm Water Post-Construction Development Standards - Projects with new and replaced impervious surface $\geq 2,500\text{ft}^2$

More information can be found in the Storm Water Management Guidance Manual For Low Impact Development & Post-Construction Requirements (<http://www.morgan-hill.ca.gov/index.aspx?NID=1191>)

Include the following items:

 - Storm Water Control Plan Checklist (see manual)
 - Any Certification worksheet documenting Performance Requirements (see manual)
5. Project Plans for **new** construction consist of the following: (for other types of projects, contact the Planning Division)
 - **Seven (7)** full size sets of submittal plans
 - **Three (3)** sets of submittal plans reduced to 11" x 17" in size
 - **One (1)** cd containing submittal plans in pdf format

- Additional plan sets may be required upon request
 - See Plan Specification Handout for details required on plans:
 - Site Plan
 - Landscape Plan
 - Conceptual Grading Plan
 - Illustrative Building Elevations
6. Material Sample Board
- **Six (6)** color copies
 - Sample board size **not to exceed 8 ½” x 11”**. This must fit into the project file.
 - The material sample board is intended to provide a fair representation of the major exterior materials to be used on the project together with colors and stains.
 - The board should be of rigid material (cardboard or foam board, not wood) and have small samples or photographs of the materials. Color samples should be accompanied with manufacturer’s name and identification number.
7. Current Title Report (maximum 6 months old)
8. Finish Schedule (only required on residential subdivision applications)
- To be provided in a table format on plans
 - A finish schedule for each building or for each elevation of each floor plan offered within a residential subdivision
 - The finish schedule shall include the following:
 - Details of all materials proposed on the exterior of the structure
 - Dimensions of all trim
 - Window type
 - Siding material, make, name and dimension
 - Door material and type
 - All exterior “options” shall be listed and described. Any finishes listed on the schedule as “optional” shall also be called out on the elevations as an option
9. Public Hearing Noticing Requirements: (See Public Hearing Requirement Examples attached to the Uniform Application)
- Typed list of all property owners within 300’ of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor’s Parcel Numbers)
 - One set of stamped, addressed, legal size envelopes (4 1/8” x 9 1/2”) of all property owners from the list above.
 - Use “Forever” stamps, **do not use postage meter**
 - Be sure to include Assessor’s Parcel Number **above** owner’s name
 - Do not put return address on envelopes
 - Mailing List Affidavit (attached to Uniform Application)
 - Public Notice/Project Identification Sign (refer to Plan Specification Handout for details and requirements)
10. Filing Fees (see Fee Schedule attached to the Uniform Application)
11. Vicinity map (See example in Plan Specification Handout)
12. Photos of the front elevations of buildings adjacent to the site